

## **POSITION VACANCY ANNOUNCEMENT #10/21**

**OPEN TO:** All Interested Candidates

**POSITION TITLE:** Security Guard/Receptionist, FSN-4, FP-AA\*

**OPENING DATE:** May 13, 2010

**CLOSING DATE:** May 27, 2010

**WORK HOURS:** Full time 42 Hrs/Week

**POSITION GRADE:** Ordinarily Resident: FSN-4  
Not-Ordinarily Resident: FP-AA\* (position grade subject to confirmation by Washington)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Tashkent is seeking an individual for the position of the Security Guard/Receptionist in the Embassy Local Guard Forces (LGF).

### **BASIC FUNCTIONS OF POSITION:**

Serves as a Security Guard/Receptionist and is responsible for the control of persons and materials entering and leaving the Embassy building during normal office hours, including:

- Requests identification from visitors, enters names in registers and informs the appropriate embassy office to be visited;
- Escorts visitors when necessary;
- Inspects packages and briefcases of all visitors. Controls access of persons delivering mail, letters, packages or supplies, or persons performing services (tradesmen, repair, etc.);
- Issues and controls visitor passes, property passes, and identity documents in accordance with post security procedures.
- Expected to react to incidents of imminent danger to Embassy facilities or personnel.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office (# 2235).

### **QUALIFICATIONS:**

**Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- Completion of secondary school is required;
- Minimum one year of security-related work experience is required;
- Level II (limited knowledge) in both spoken and written English and Level III (good working knowledge) in both spoken and written Russian is required;
- Ability to operate security equipment such as metal detectors and x-ray machines;
- Must be able to deal tactfully with the public and to answer visitor questions.

## **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain a security clearance. The candidate must also be able to obtain medical clearance at the Embassy expense.

## **TO APPLY:**

1. Interested applicants for this position must complete and submit their detailed Resumes, or may use an application for U.S. Federal Employment (OF-612 and addendum – download from <http://eforms.a.state.gov/searchform.aspx> or [www.opm.gov](http://www.opm.gov) )
2. Personal information including marriage status, gender, national origin, religion should be avoided. A photo should not be attached.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. If you are an Uzbekistan citizen, your submission must also state your current status in regard to military service already served, or to be served, in Uzbekistan.

## **SEND YOUR APPLICATION WITH SUBJECT “Security Guard/Receptionist” TO:**

U.S. Embassy Tashkent  
Human Resources Office  
3 Moyqorghon Street, 5th Block  
Yunusobod District, 100093  
Fax: 998-71-120-63-35  
Phone: 998-71-120-54-50  
Email: [personnel@usembassy.uz](mailto:personnel@usembassy.uz)

- ❖ Current Embassy employees can personally deliver their application to the Human Resources Office on the third floor of the Embassy.

## **DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse; or declared same-sex domestic partners of eligible employees serving overseas
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: May 27, 2010**

The US Mission in Uzbekistan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.